



Norfolk and Norwich Archaeological Society

Charity No: 311116

Volunteer Policy

Statement of Intent

NNAS is a volunteer run organisation employing no permanent staff. As such our volunteers are vital to running and developing the Society and fulfilling its charitable aims. It is our intent that volunteers should be intrinsic to our decision-making process, and feel engaged and supported in their volunteering with us. We will put in place policies and procedures to facilitate that, and hold ourselves accountable to them.

NNAS is an independent charity which aims to promote the study of the science of archaeology, which includes:

- the study of the history, architecture and antiquities of Norfolk
- the collection and publication of information on the ancient art and monuments of the County
- the encouragement of individuals and public bodies in undertaking research and excavations
- the prevention of injury to and destruction of all kinds of objects of archaeological value.

NNAS is a membership organisation, governed by statutory officers and a board of trustees, who are assisted by an advisory council.

This policy

This policy describes how NNAS works with volunteers. It provides a framework for ongoing volunteer recruitment, utilisation and recognition. It provides overall guidance and direction to staff and volunteers involved in volunteer participation and management.

Definition of a volunteer

NNAS defines a volunteer as **any** individual who provides a service to the Society and its membership of their own free will and without monetary compensation, in order to assist in the organisational aims and objectives of NNAS. The volunteer may or may not be a member of the Society, but longer-term volunteers would normally be expected to join.

NNAS does not have appropriate capacity to work with volunteers under the age of 16, who will be referred to suitable partners, for instance Norwich YAC or Norfolk Museums Service.

In normal circumstances the active volunteers of the Society are those of its members who take up named roles as Trustees or Officers or Honorary Secretaries on the Advisory Council. From time to time this is supplemented by volunteers who take on roles in delivering specific project work.

Volunteer Recruitment – Statement of Principles

NNAS is committed to providing a variety of volunteering opportunities and incorporating the work of volunteers into organisational activities. In line with its *Equal Opportunities Policy* NNAS is committed to promoting equal opportunities for all existing and prospective volunteers regardless of gender, race, ethnic origin, disability, age, marital or family status, religious belief or sexual orientation.

Volunteers will only be accepted to work in areas which further the aims and objectives of NNAS. Volunteers' service must be sufficient to justify the staff time and supervision in managing them. In line with this principle and to be fair to the volunteer, NNAS will only accept volunteers when the trustees have capacity to manage them.

Induction, training and management.

All volunteers will receive a general induction from one or more of the officers, this will cover the context of their volunteering within the Society, H&S, practical details about volunteering and NNAS's aims and objectives. Further training suitable to their assigned duties will then be given.

All volunteers will be provided with a role description, which outlines the duties they are expected to undertake. There will be an opportunity to negotiate this before volunteering, and it may be renegotiated by agreement with the board at any time.

All volunteers who are not trustees will work to (i.e be line managed by) a named trustee, who will be responsible for agreeing on and reporting back their work to the Board.

The relationship between NNAS and its volunteers is one of shared responsibility and commitment.

What volunteers can expect from NNAS

a. Supervision and support

The NNAS Board is ultimately responsible for the management of volunteers, although this will be delegated to a named Trustee in most cases, as above. NNAS is committed to providing a safe and supportive environment for volunteer activities. Volunteers are entitled to proper orientation and training and to have all the information and materials necessary for the work they do.

All volunteers will be provided with contact information to allow them to speak to an alternative trustee or trustees, should the designated management relationship break down.

b. Insurance

All volunteers are covered under NNAS's Employers' Liability Insurance. Details of this policy are available on request. All accidents or incidents which might result in a claim, including near-misses, must be reported to the Trustees, following NNAS's *Health and Safety Policy*.

c. Policies

NNAS will follow its policies on Equal Opportunities, Health and Safety and Child Protection copies of these along with appropriate risk assessments are available to the volunteer wherever relevant.

d. Recognition

NNAS believes volunteers should be recognised for their contribution to the Society. Officers and trustees will make every attempt to provide ongoing personal and general recognition for all volunteers.

What we ask from our volunteers

a. Professional conduct

That volunteers behave and communicate in ways that reflect well on the organisation. This includes being mannerly and approachable in interactions with the public and the membership, and not bringing the Society into controversy without reference to the Trustees and official policy.

b. Work within NNAS policies and towards NNAS aims.

That volunteers will seek at all times in their volunteering to help the Society to fulfil its aims, and do nothing which is at odds with those aims.

c. Accept supervision and be willing to learn

NNAS functions as a team, and whilst we seek to recognise the expertise of each member of that team, we do not hold that anybody performs best in isolation. Volunteers should be willing to discuss their work practices with others, and ultimately to accept the decision of the trustees as to course of action.

d. Contact the Society promptly if you have any concerns.

The trustees cannot effectively address problems without information. All volunteers are responsible for communicating what is happening in their area of work, be it through the designated reporting channel or, when necessary, by direct representation to the Officers.

e. Maintain Confidentiality/Security of Data

Whilst working at NNAS volunteers may encounter confidential information about the organisation, or protected data such as membership lists. Such information may be sensitive, volunteers are asked to use such information with discretion and in line with their training, and not to communicate it outside the organisation without explicit permission from Officers.

Ceasing to Volunteer

Volunteers are entitled to cease their service at any time. Volunteers may be asked their reasons for ceasing to volunteer, and are asked to give notice to the Trustees wherever possible so that cover may be found.

Volunteer dismissal

NNAS may terminate a volunteer's service if they fail to fulfil the above or if they neglect their duties and responsibilities to the detriment of the Society.

Normal procedure followed prior to dismissal consists of a first an informal discussion to identify the causes of any problem. If this fails to resolve the situation, then a verbal warning with a corrective action will be given, followed by a written warning followed by a corrective action, and finally dismissal.

However, if an incident is deemed serious enough a volunteer may be suspended while an investigation takes place. Some examples of a serious infraction may include; theft, physical violence, use of alcohol or drugs whilst volunteering, intended violations of Health and Safety policy, use of offensive language or behaviour, or actions bringing the Society into immediate and significant disrepute.

Edmund G. Perry
Hon.General Secretary
NNAS
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